

## **UPSC EPFO Personal Assistant Syllabus**

The UPSC EPFO Personal Assistant Syllabus 2025 covers five core subjects: English Language, General Awareness, Quantitative Aptitude, Reasoning Ability, and Computer Aptitude. The written examination consists of 300 objective-type questions carrying a total of 300 marks, to be completed in 2 hours. The syllabus is designed to evaluate a candidate's comprehension, analytical skills, general knowledge, and basic technical understanding. A strong grasp of grammar, current events, basic mathematics, logical reasoning, and computer fundamentals is essential for scoring well on the exam. Preparing each section strategically will help candidates maximize their performance.

### **UPSC EPFO PA English Language Syllabus**

The English section evaluates a candidate's understanding of grammar, vocabulary, and comprehension. A good command over this section is essential for both written and professional communication.

- Reading Comprehension
- Cloze Test
- Sentence Completion and Paragraph Completion
- Error Spotting
- Phrase Replacement
- Para Jumbles
- Fill in the Blanks
- Synonyms and Antonyms
- Idioms and Phrases
- Spelling Correction

### **UPSC EPFO PA General Awareness Syllabus**

This section tests the candidate's awareness of current events, historical knowledge, and understanding of constitutional and economic developments in India.

- Current Affairs (National & International)
- Government Schemes and Policies
- Indian Constitution
- Indian History and Freedom Movement
- Geography of India and the World
- Indian Economy and Budget
- Science and Technology in Daily Life
- Awards and Honours
- Books and Authors
- Static GK (Days, Events, Organizations, etc.)

### **UPSC EPFO PA Quantitative Aptitude Syllabus**

Quantitative aptitude tests the numerical and arithmetic skills required for day-to-day problem-solving. The focus is on speed, accuracy, and clarity in concepts.

- Simplification and Approximation

- HCF and LCM
- Profit and Loss
- Simple and Compound Interest
- Time and Work
- Time, Speed, and Distance
- Ratio and Proportion
- Averages
- Data Interpretation
- Fractions and Decimals
- Quadratic Equations
- Number Series
- Geometry and Mensuration

### **UPSC EPFO PA Reasoning Ability Syllabus**

The reasoning section checks a candidate's logical thinking and problem-solving approach. This section is usually scored if practiced regularly.

- Blood Relations
- Seating Arrangement
- Syllogism
- Direction Sense
- Puzzles
- Venn Diagrams
- Coding-Decoding
- Calendar and Clock Problems
- Analogy
- Ranking and Order

### **UPSC EPFO PA Computer Aptitude Syllabus**

This section assesses basic knowledge of computers and their usage in office work. Candidates should be familiar with common tools, internet concepts, and digital terminology.

- Operating Systems
- Input and Output Devices
- Internet and Email
- MS Word, Excel, and PowerPoint
- Social Media Basics
- Keyboard Shortcuts
- Computer Abbreviations
- Cyber Security
- Computer Viruses and Protection